



The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.

Admissions Officer - Education Liaison Association of Alberta Recruiter

Full-time, Temporary contract position (August 2024 – January 2025)

POSITION SUMMARY

Working in collaboration with the admissions team, this position is responsible to generate leads and recruit prospective students who have demonstrated an interest in pursuing Christian post-secondary education. The Recruiter strives to help meet the university's short- and long-term enrolment goals by informing, encouraging, and advising prospective students on the benefits of attending The King's University and by providing information about our programs.

The recruiter is responsible for promoting the University among:

- prospective students, particularly those who attend the recruiting events of the Education Liaison Association of Alberta (ELAA)
- influencers of prospective students including school counsellors, parents, and youth pastors.

Note: this position requires extensive travel.

KEY RESPONSIBILITIES

To prospective students

- Recruits prospective students who desire a Christian university education.
- Coordinates and implements travel itineraries for student recruitment as it relates to their work.
- Represents the University at ELAA student recruitment events and possibly at limited other recruiting events.
- Provides information and encourages prospective students to study at the King's University.
- Establishes initial personal direct contact with prospective students, passing over responsibility and follow up to the Admissions Counsellor of the territory.
- Ensures that inquiry cards received from prospective students are submitted to the Admissions Office daily for office staff to continue with all contact efforts.
- Provides application and other relevant information to incoming students.
- Assists in the planning and delivery of events for student recruitment at the University and elsewhere.
- Maintains records of all the events attended by filling out event reports.

To school counsellors, parents, and youth pastors/pastors

- Represents the University when in contact with this group.

- Shares contact information with other Admissions Counsellors so that they can send appropriate materials and maintain contact with these influencers.
- Assists in the planning and delivery of on campus events as necessary.
- Maintains familiarity with university personnel, programs, and plans for future development.
- Delivers presentations for all types of on- and off campus visits.
- May assist in hosting visitors to the University when on campus.
- May assist in developing and maintaining various initiatives run by the Admissions Department.
- Provides details of all recruiting information and reports to the Recruitment Manager and Admissions at the end of the contract.

QUALIFICATIONS

- Excellent verbal communication skills.
- Strong organizational skills.
- At least two years of university education; BA or equivalent preferred.
- Familiarity with Christian university education.
- Good interpersonal skills for dealing with teenagers and young adults.
- Commitment to Christian post-secondary education, including an understanding of King's ethos and culture.
- Valid Class 5 driver's license.

A condition of employment is assent to the University's Christian Statement of Faith found at:

<https://www.kingsu.ca/about-us/careers>

The King's University follows a standardized salary grid. The salary range is \$4,375 - \$5,566 / month dependent on qualifications and experience. A comprehensive benefit package, pension, and generous vacation and time off are provided.

Position will remain open until a suitable candidate is found.

Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://www.kingsu.ca/about-us/careers).

Human Resources

The King's University
9125-50 Street, Edmonton, Alberta
T6B 2H3

E-mail: humanresources@kingsu.ca. Visit our web site at www.kingsu.ca.

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

The King's University respects, appreciates, and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.